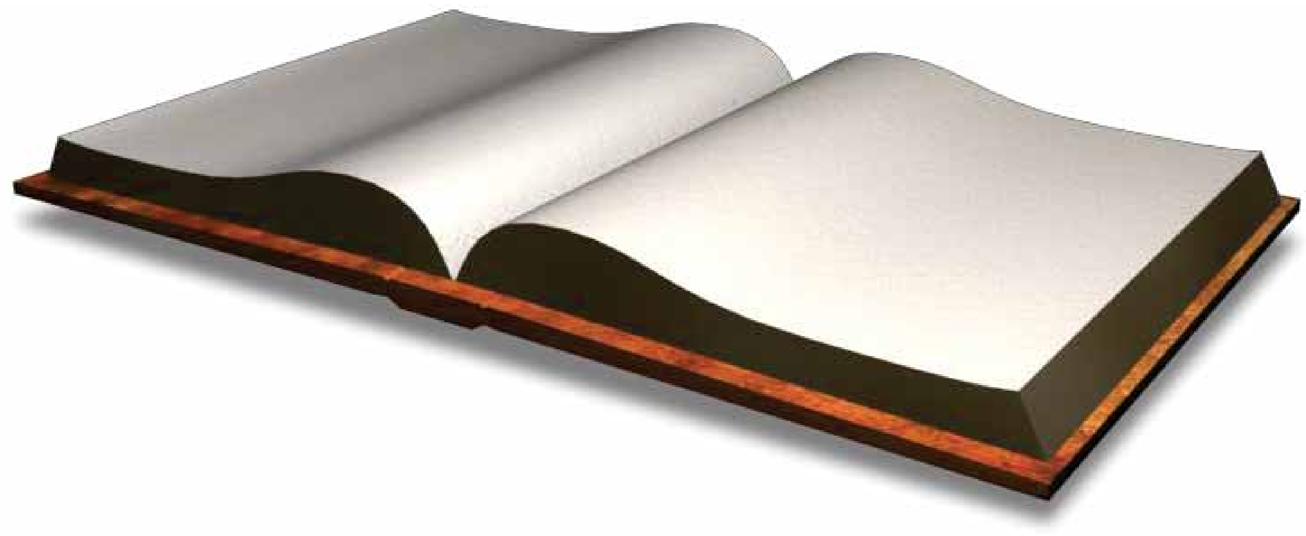
QUEENSLAND HEALTH

INTERN 2016

CANDIDATE USER MANUAL



QUEENSLAND HEALTH INTERN CANDIDATE USER MANUAL – TABLE OF CONTENTS

INTERN 2016 RECRUITMENT CAMPAIGN

WEBSITE:	www.health.qld.gov.au/medical/intern/default.asp
INTERN COORDINATOR:	intern-recruitment@health.qld.gov.au

HOW TO APPLY

The annual Queensland Health intern recruitment campaign is facilitated by the Intern/RMO Campaign Team. Applications for intern positions are completed via an online application form which is accessed on the QH website.

Candidates are required to supply documentation in support of their application. Please ensure that you have electronic copies of the following items to upload to your application:

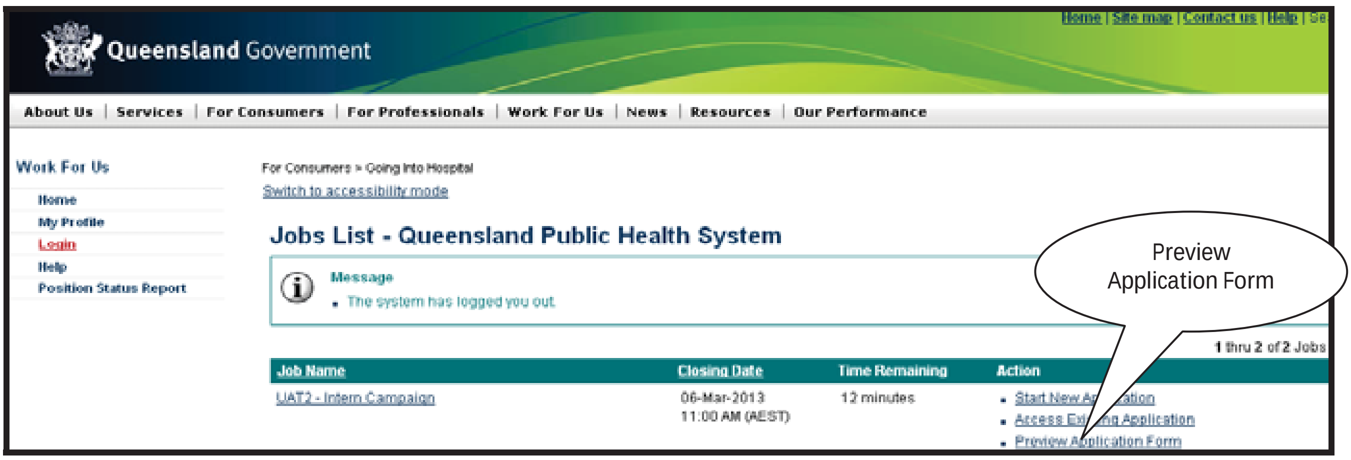
- Passport/Drivers Licence/Proof of Age (mandatory)
- Criminal History Consent Form (mandatory)
- Hepatitis B status (mandatory)
- Visa documentation (if applicable)
- Curriculum Vitae (not mandatory)
- English Language results for applications that have not complete Year 12/Senior schooling in an English speaking country (if applicable)
- Medical Degree (if applicable)
- Health Insurance documentation (if applicable)

Note: it is understood that most candidates will not yet have obtained their medical qualification. Pursuant to Queensland Health policy, all selected candidates will need to supply a copy of their medical qualification to the local medical administration unit upon commencement of employment.

At the commencement of the intern recruitment campaign, an **Apply now** button will appear on the intern campaign website.

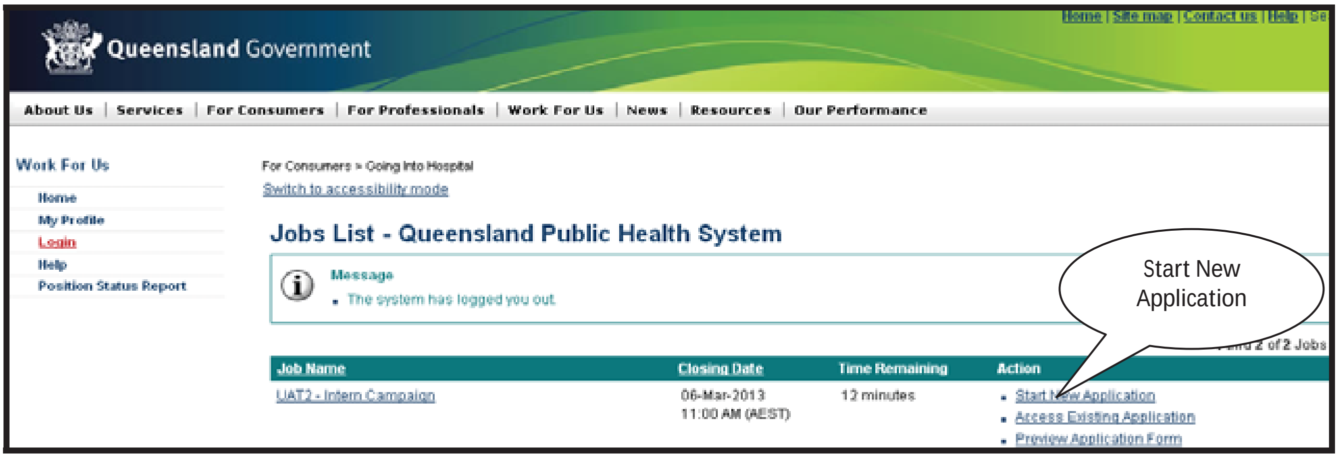
PREVIEW APPLICATION

Before commencing your application, you may view the questions you will be required to complete and the type of documentation you may be required to upload by clicking on "Preview Application Form".



COMMENCE APPLICATION

To commence your application click "Start New Application".



REGISTRATION PROCESS FOR NEW CANDIDATE

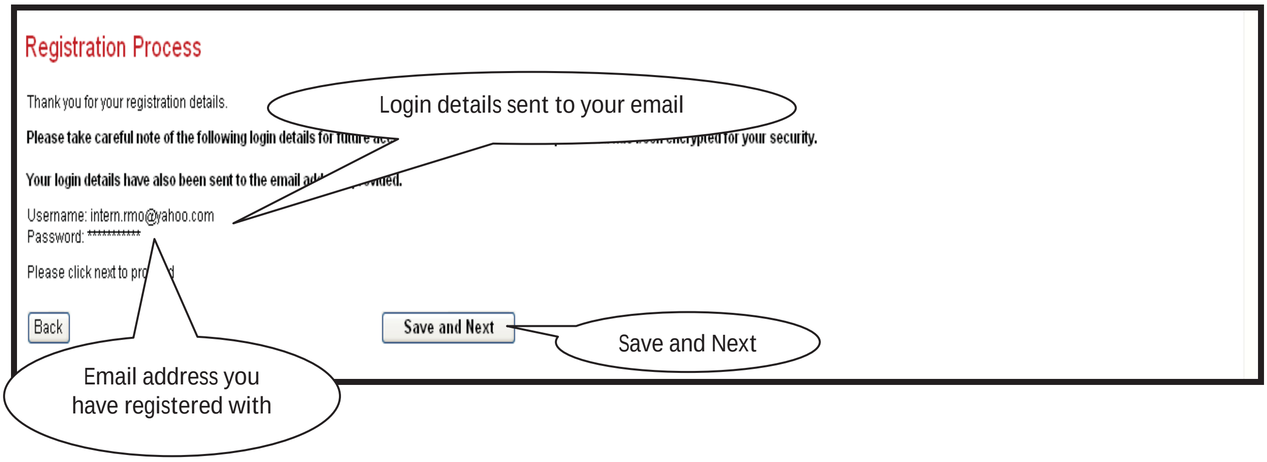
Once you have clicked "Start New Application", you will be provided with an information page as well as a terms and conditions page. In order to proceed with your application you must accept these terms and conditions. You will then be directed to the registration page as detailed below:



Note: Throughout the application process a red asterisk (*) denotes a mandatory question - which must be completed in order to proceed. Also, **DO NOT** use CAPS Lock when registering, please use **Title Case only.**

- Complete this page by entering in the relevant information in each field.
- Once you have completed all mandatory fields, click on "Save and Next" to proceed to the next screen.

You will then be directed to the following Registration Process screen:



Take careful note of your login details for future access to your application. Your login details will also be sent to the email address you have registered with. You should check this has occurred prior to logging out of the system. The email may take up to 5 minutes to be received, depending on your service provider.

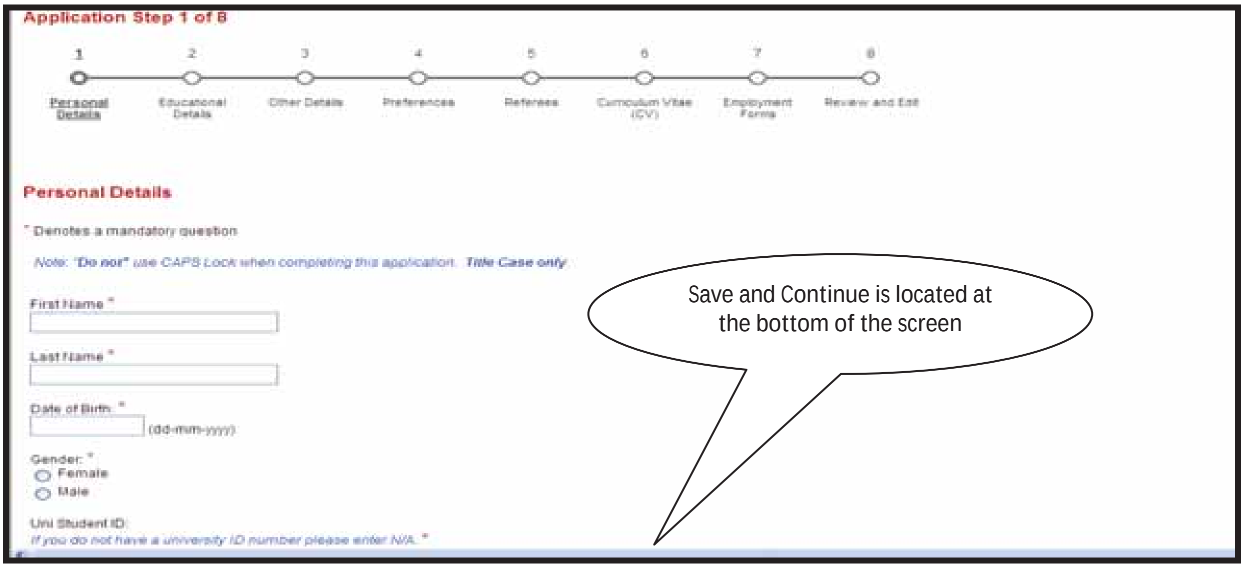
➢ Click “Save and Next” to proceed to the next screen.

STARTING THE APPLICATION

Once you complete the registration page, you will proceed to the start of the application process.

STEP 1 Personal Details

Personal Details screen:



Information required:

- Personal details (name, gender, date of birth)
- Address details
- Contact phone number
- E-mail address
- University student number
- Intern Placement Numbers AHPRA
- Citizenship/Residency Status (type of Visa if relevant)
- Rural Generalist information (if applying for the pathway)

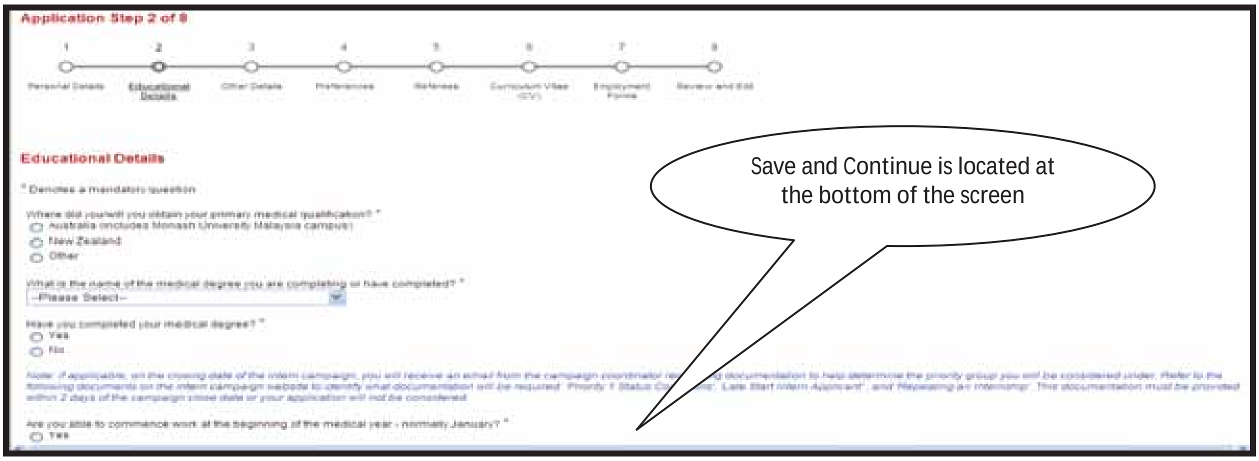
Supporting documents required:

- Current passport, licence or other identification
- Visa (if relevant)
- Visa Entitlement Verification Online (VEVO) consent form (if relevant)
- Evidence of health insurance (if relevant)

➢ Complete this page by entering the relevant information in each field.
➢ Once you have completed all mandatory fields, click “Save and Continue” to proceed to the next screen.

STEP 2 Education Details

You will then be directed to the following Educational Details screen:



Information required:

- Medical School details
- Country of Qualification (if outside of Australia and New Zealand)
- Date able to commence employment if not able to start by January 2015
- Jurisdiction where you undertook secondary schooling
- English language proficiency
- Rural Generalist Pathway application selection criteria (if applying for the pathway)

Supporting documents required:

- AMC documentation (international medical graduates only)
- Medical degree (if conferred)
- Evidence of English language proficiency –IELTS, OET (if relevant)

➢ Complete this page by entering the relevant information in each field.

Note: If applicable, on the closing date of the intern campaign, you will receive an email from the campaign coordinator requesting documentation to help determine the priority group you will be considered under, this information will be provided to the Review Committee for determination. Refer to the following pages on the intern campaign website to identify what documentation will be required: ‘Priority 1 Status Conditions’, ‘Late Start Intern Applicant’, and ‘Repeating an Internship’. This documentation must be provided within three (3) days of the campaign close date, **Friday 5th June 2015**, or your application will not be considered.

➢ Once you have completed all mandatory fields, click “Save and Continue” to proceed to the next screen.

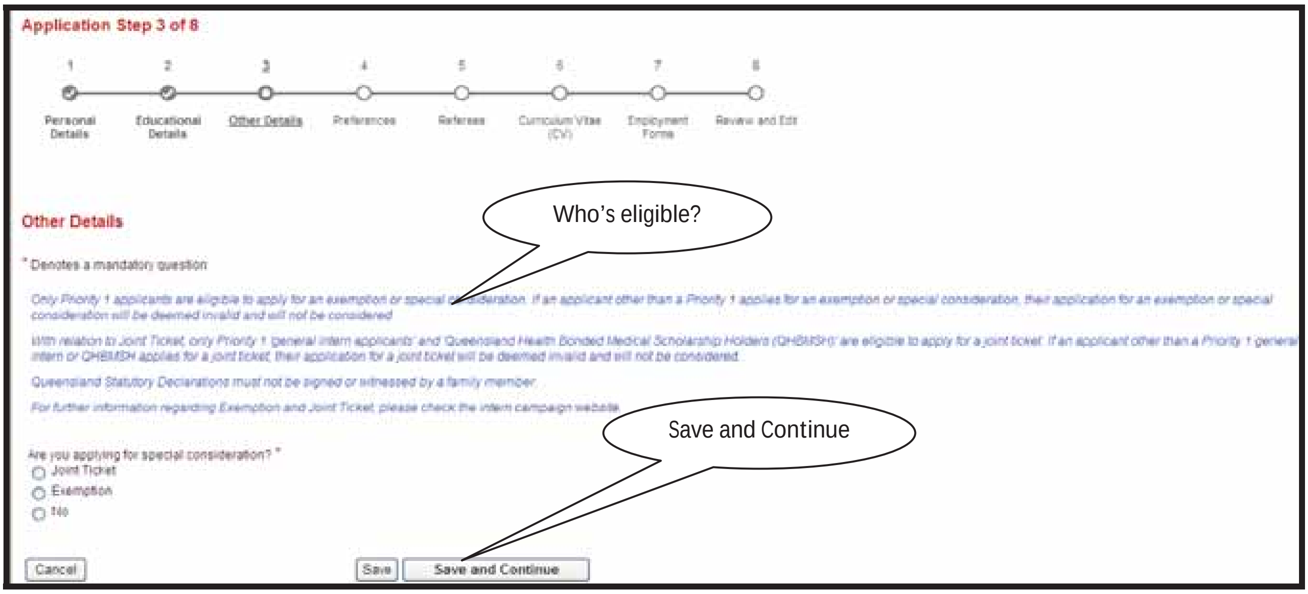
STEP 3 Other Details

You will then be directed to the following Other Details screen:

➢ Only Priority 1 and Priority 4 candidates will have the following screen appear, however **only Priority 1 candidates are eligible to apply for special consideration**. Other Priorities will have a note on the screen advising they are not required to provide information at this step, please ‘Save and Continue’ and proceed through to the next screen.

Note: **Only Priority 1 applicants are eligible to apply for an exemption or special consideration**. If an applicant other than a Priority 1 applies for an exemption or special consideration, their application for an exemption or special consideration will be deemed invalid and will not be considered.

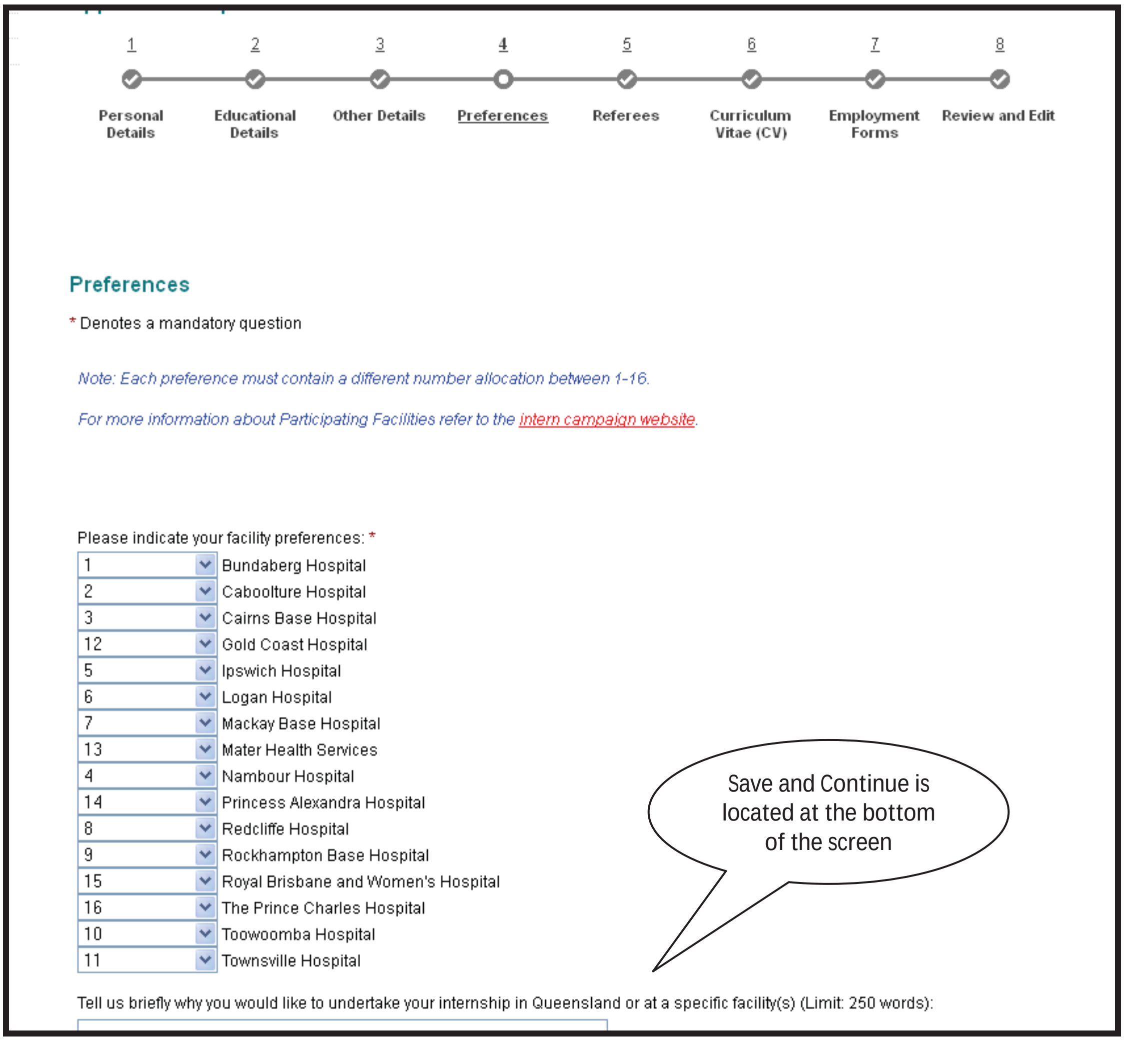
With relation to Joint Ticket, **only Priority 1 'general intern applicants' and 'Queensland Health Bonded Medical Scholarship Holders (QHBMSH)' are eligible to apply for a joint ticket.** If an applicant other than a Priority 1 general intern or QHBMSH applies for a joint ticket, their application for a joint ticket will be deemed invalid and will not be considered.



- ONLY Priority 1 candidates are to select 'Joint Ticket' or 'Exemption' whereas Priority 4 candidates should select **'No'** and click "Save and Continue" to proceed to the next screen.
- Candidates who answer 'Yes' will receive an e-mail after applications have closed advising the consideration process and the relevant supporting documentation required.
- Further information is available on the campaign website: http://www.health.qld.gov.au/medical/intern/default.asp

STEP 4 Preferences

You will then be directed to the following Preferences screen:



- Complete this page by preferencing the available primary allocation centres from 1-18 in the order you desire; with 1 being your highest preference and 18 being your lowest preference. All primary allocation centres must be preferenced in order to proceed with your application.

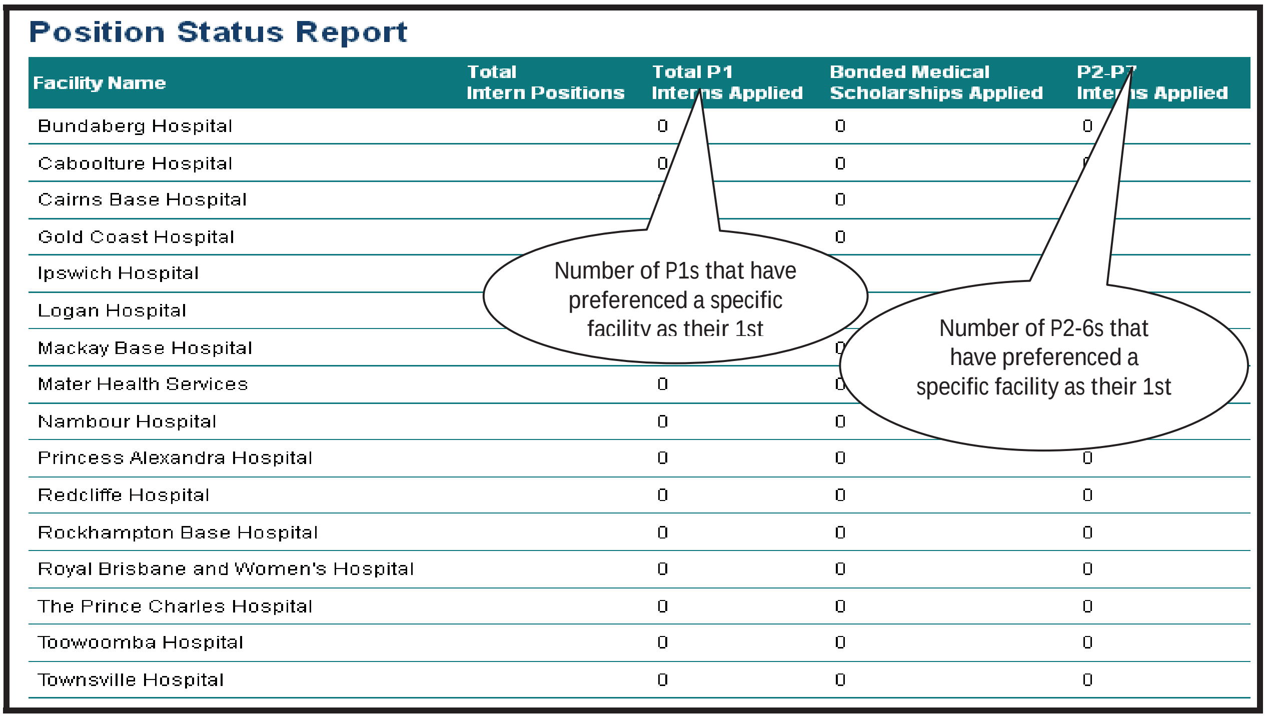
Note: For more information about Participating Facilities, refer to the intern campaign website.

- After preferencing, you will need to briefly answer two questions. Once you have entered the relevant information in each field, click "Save and Continue" to proceed to the next screen.

POSITION STATUS REPORT

To help you make an informed decision when preferencing your facilities, refer to the "Position Status Report" (PSR) by clicking on the "Position Status Report" link at the top of the page, the report will show in real time how many candidates have preferenced a specific facility as their 1st preference. The report will look similar to the one shown below.

Note: The "Position Status Report" link will also be available on the intern campaign website.

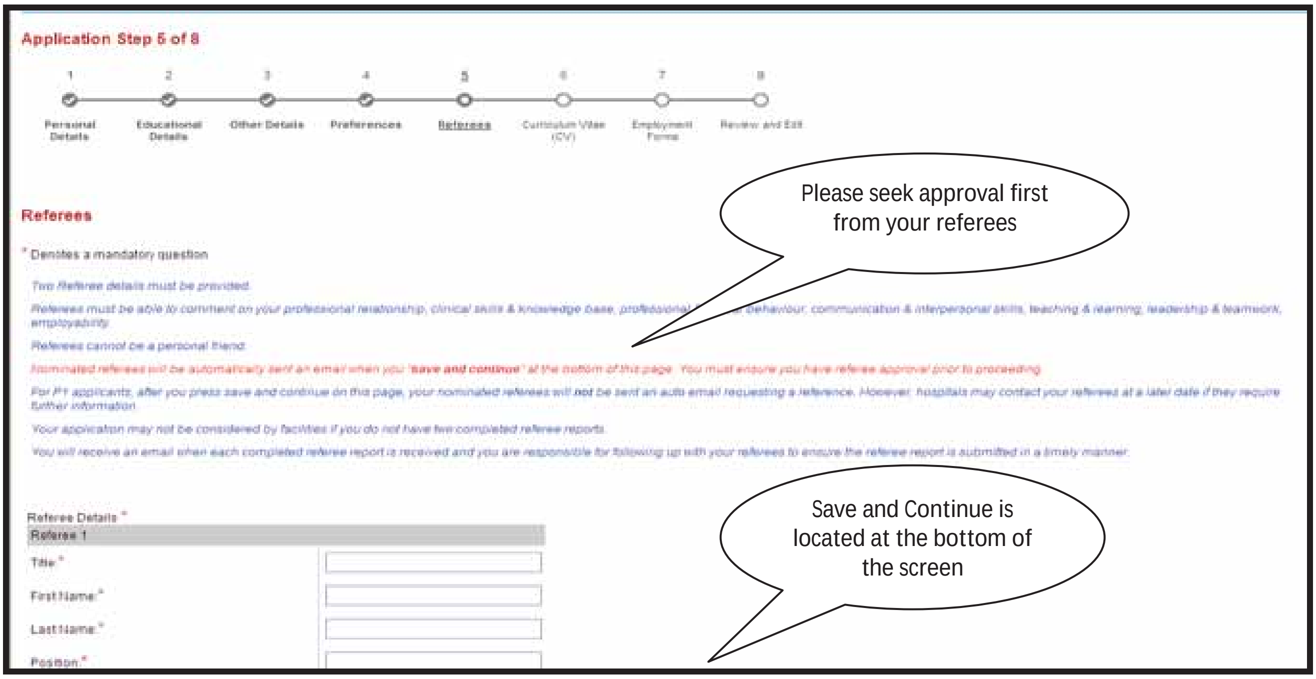


Facility Name	Total Intern Positions	Total P1 Interns Applied	Bonded Medical Scholarships Applied	P2-P7 Interns Applied
Bundaberg Hospital		0	0	0
Caboolture Hospital		0	0	0
Cairns Base Hospital			0	
Gold Coast Hospital			0	
Ipswich Hospital				
Logan Hospital				
Mackay Base Hospital			0	
Mater Health Services		0	0	
Nambour Hospital		0	0	
Princess Alexandra Hospital		0	0	0
Redcliffe Hospital		0	0	0
Rockhampton Base Hospital		0	0	0
Royal Brisbane and Women's Hospital		0	0	0
The Prince Charles Hospital		0	0	0
Toowoomba Hospital		0	0	0
Townsville Hospital		0	0	0

Note: Queensland Health Bonded Medical Scholarship applicants are categorised under Priority 1 status. As such, Queensland Health Bonded Medical Scholarship applicants are included within the column titled 'Total P1 Interns Applied'.

STEP 5 Referees

You will then be directed to the following Referees screen:



- ➢ Complete this page by entering your two nominated referees. Prior to selecting "Save and Continue", please ensure you have contacted your referees and they have consented to supplying you with a reference.
- ➢ For **P1 applicants**, after you press "Save and Continue," your nominated referees will **NOT** be sent an auto email requesting a reference. However, hospitals may contact your referees at a later date if they require further information.

Note: Referees must be able to comment on your professional relationship, clinical skills & knowledge base, professional & ethical behaviour, communication & interpersonal skills, teaching & learning, leadership & teamwork, employability.

Referees cannot be a personal friend.

Nominated referees will be automatically sent an email when you "**Save and Continue**" at the bottom of this page. You must ensure you have referee approval prior to proceeding.

For P2-P7 applicants

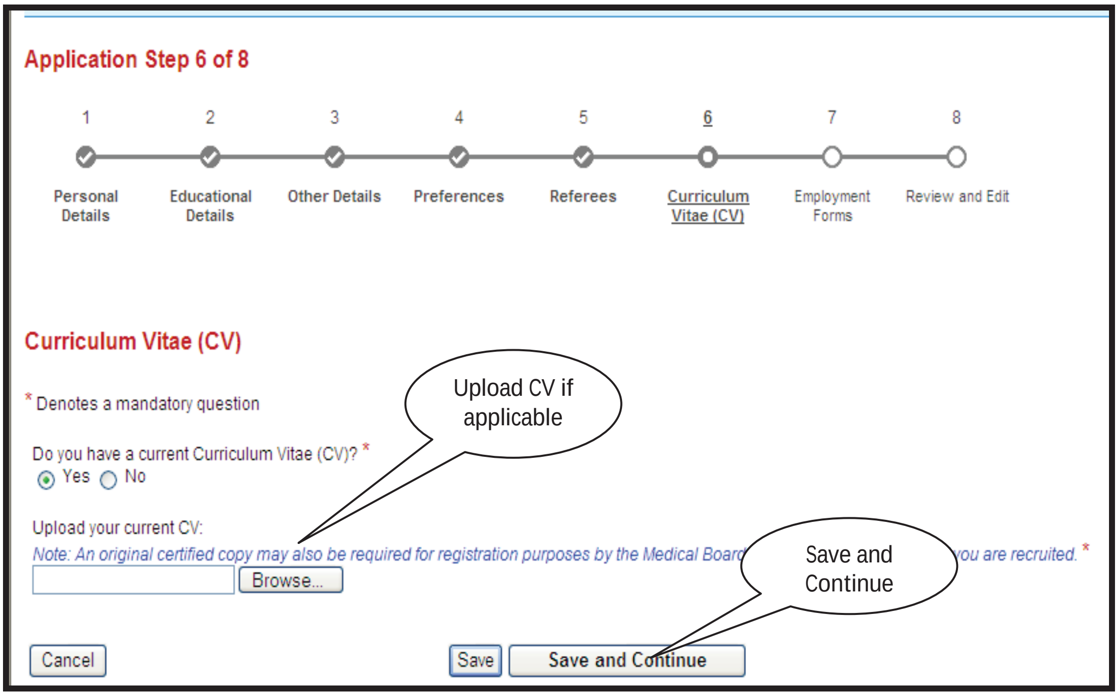
Your application may not be considered by facilities if you do not have two completed referee reports.

You will receive an email when each completed referee report is received and you are responsible for following up with your referees to ensure the referee report is submitted in a timely manner.

- Click "Save and Continue" to proceed to the next screen.

STEP 6 Curriculum Vitae

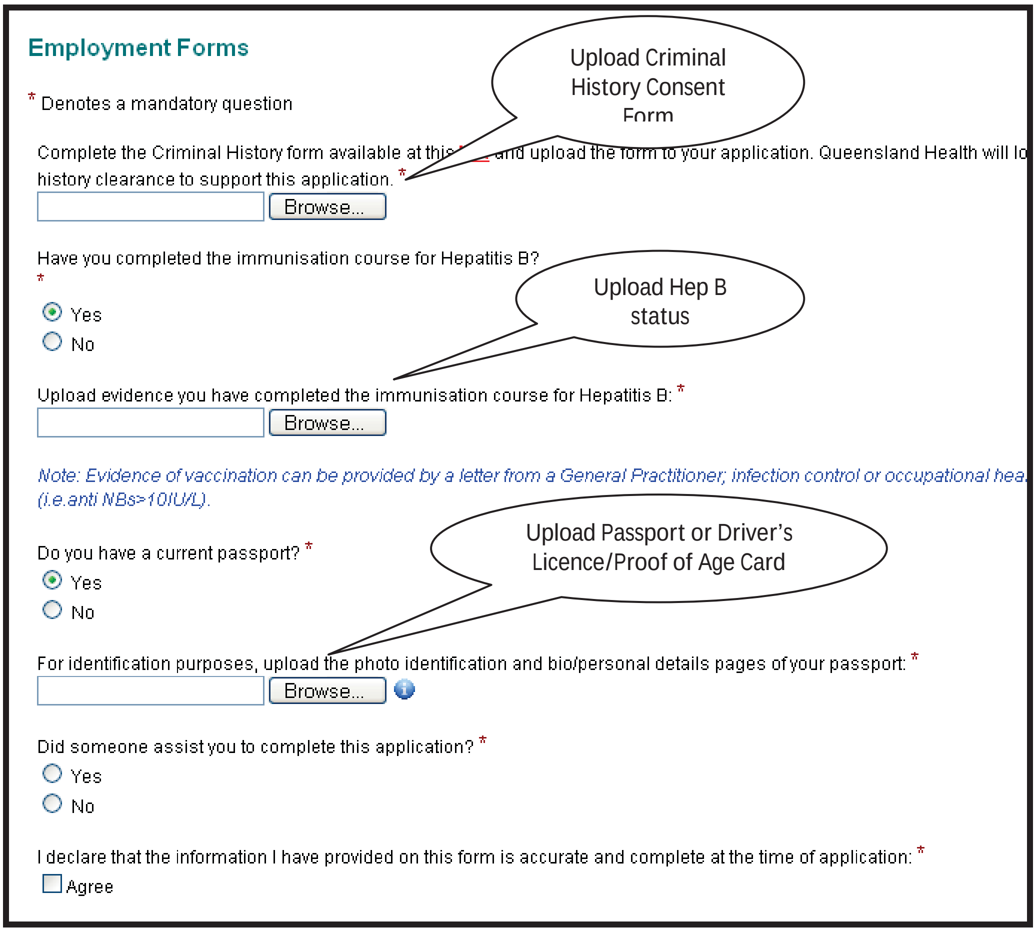
You will then be directed to the following Curriculum Vitae screen:



- Complete the above question and upload your Curriculum Vitae if applicable.
- Click "Save and Continue" to proceed to the next screen.

STEP 7 Employment Forms

You will then be directed to the following Employment Forms screen:



- Complete the above questions and upload documents as requested.

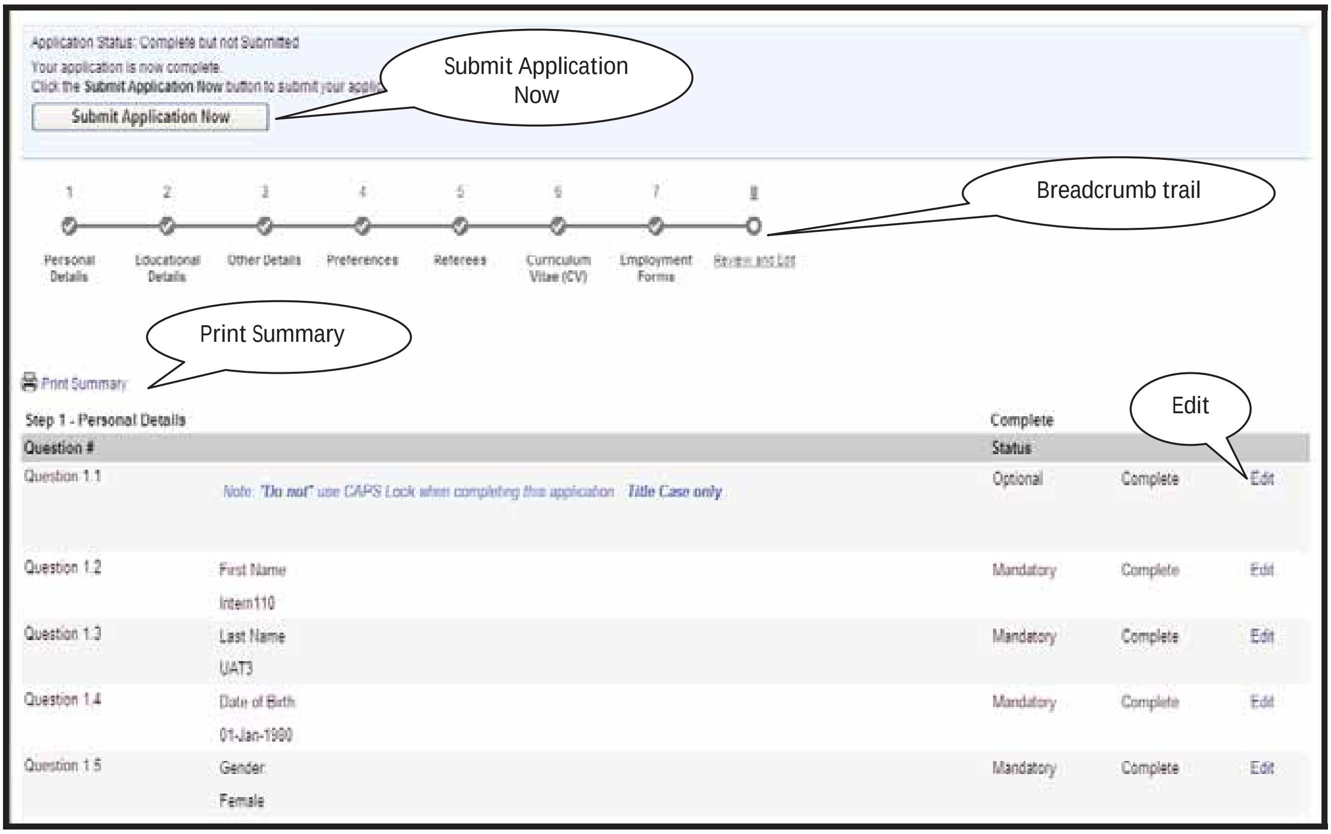
Supporting documents required:

- Criminal History Consent Form - The Director-General of Queensland Health requires all people recommended for appointment to Queensland Health for periods in excess of three months to be subject to a pre-appointment criminal history check
- Hepatitis B - Evidence of vaccination can be provided by a Letter from a general practitioner, infection control, or occupational health department stating vaccination details or immunity; Copy of vaccine record book; or Blood test that shows the required level of immunity (i.e. anti NBs>10IU/L).

- Click "Save and Continue" to proceed to the next screen.

STEP 8 Review and Edit

You will then be directed to the "Review and Edit" screen:



The breadcrumb trail will show a tick for each section once you have completed it. If a section does not have a tick, you will need to go back to that page and review the information you have entered.

- Review your application and if you need to make any changes click on the "Edit" button. Remember to click "Save and Continue" when you have completed each edited section.
- Once you are ready to "Submit" your application, click "Submit Application Now" button.

Note: After application submission, you are able to edit your application up until the **closing date**. Refer to "Access Existing Application" on how to do this.

SUBMITTING YOUR APPLICATION

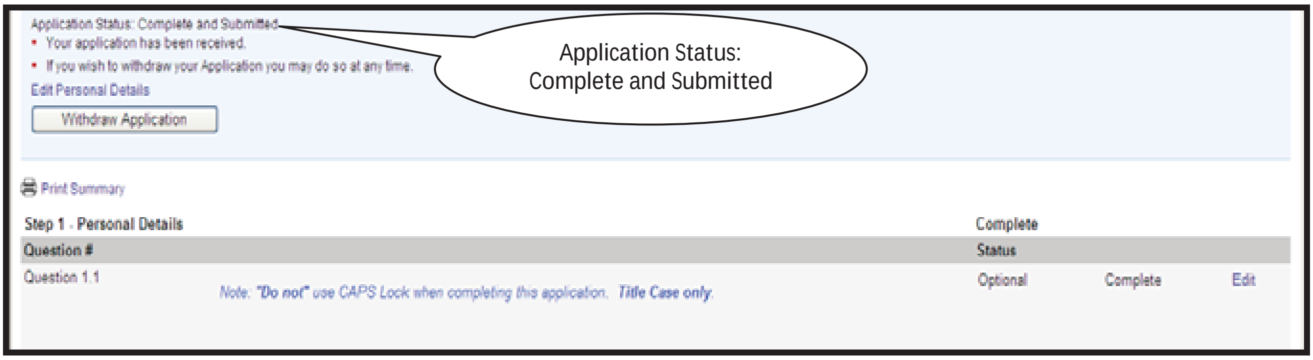
You will then be directed to the following screen:



- ➢ If you are ready to submit your application, click on "Submit Now".
- ➢ If you want to save your application and submit later, click on "Submit Later".

Note: You will need to ensure you complete and submit your application by the intern campaign **closing date**, in order for your application to be considered.

If you have clicked on "Submit Now", you will be directed to the following page:



- ➢ If your application has been successfully submitted, the "Application Status: Complete and Submitted" will appear at the top of your page.

Note: Confirmation of your application submission will also be sent to the email address your have registered with.

PRINTING A COPY OF YOUR APPLICATION

From this page, you can print a copy of your completed application by clicking on the "Print Summary" link as shown below.



WITHDRAWING YOUR APPLICATION

You can withdraw your application at any stage by clicking on the "Withdraw Application" button as shown below.

Note: Applications can only be reinstated prior to the intern campaign **closing date**. To do this, contact the Intern Campaign Coordinator at **Intern-Recruitment@health.qld.gov.au.**

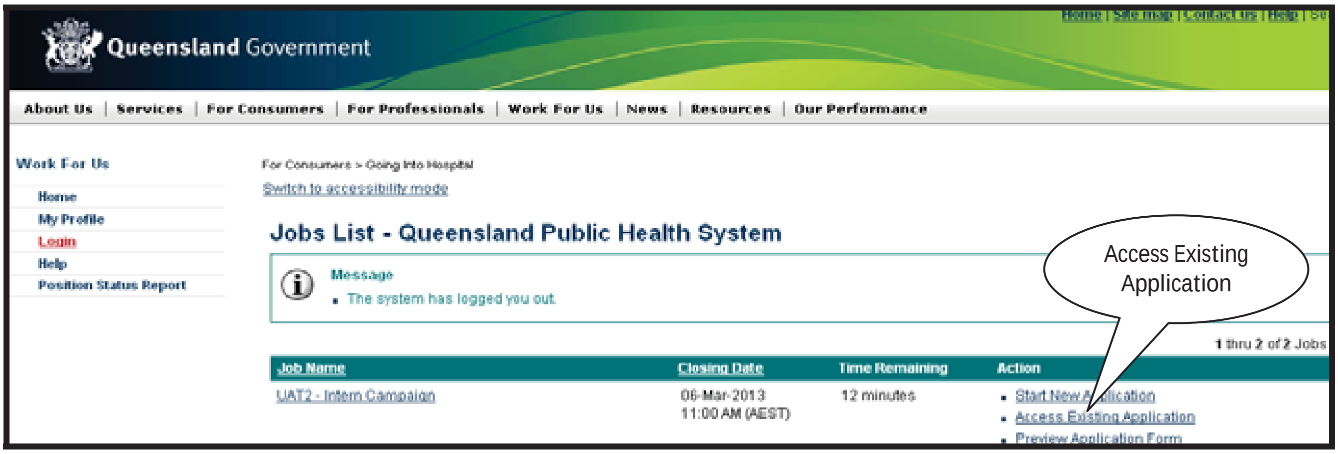
However, if you withdraw your application after the closing date, you will **not** be considered for any further intern positions in Queensland through the 2016 intern campaign.



ACCESSING YOUR EXISTING APPLICATION

You can make changes to your existing application up until the intern campaign **closing date.**

➢ To do this, click "Access Existing Application" as shown below.



You will need your login details, i.e. your email and password ready. If you have forgotten your password, proceed to the login screen and reset your password.

EDITING YOUR APPLICATION AFTER THE INTERN CAMPAIGN CLOSE DATE

Once the intern campaign has closed, you will only be able to edit the following details of your application:

- Contact details
- Unique Identifier number
- Referee details

Documents uploaded before submission such as:

- Visa documentation
- Health Insurance documentation

- AMC Certificate
- Medical Degree
- English Language results
- Curriculum Vitae
- Criminal History Check
- Hepatitis B status
- Passport/Drivers Licence/Proof of Age

Note: You can only resubmit documentation that was originally included in your application. For new documentation requiring uploading, email these to **Intern-Recruitment@health.qld.gov.au** and provide your name and date of birth in the email.

➢ To do this, access your application by clicking on “Login” and enter your login details, i.e. your email and password.



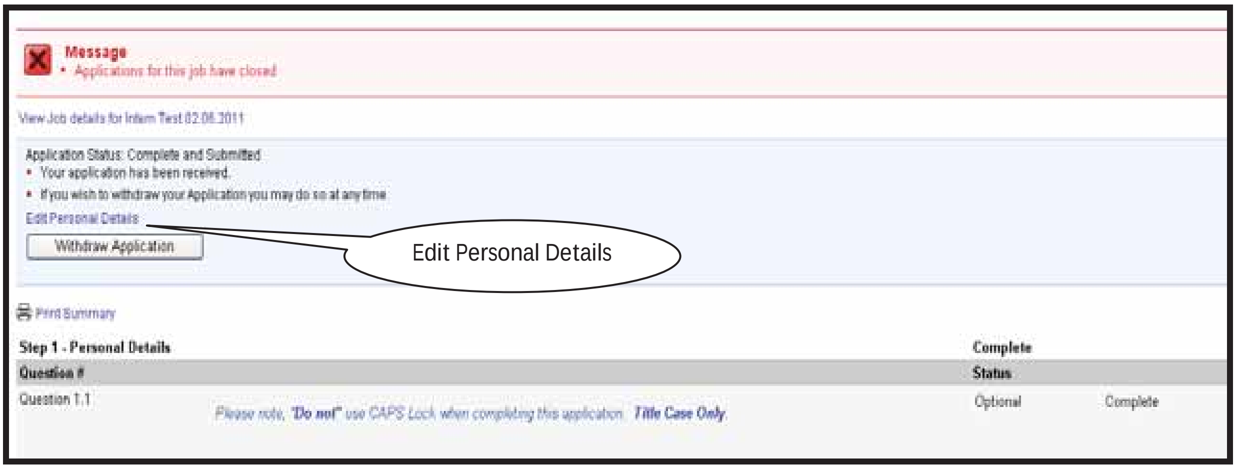
➢ Once you have logged into your application, click “My Profile”.



➢ Click “View my application summary”.



Click "Edit Personal Details".



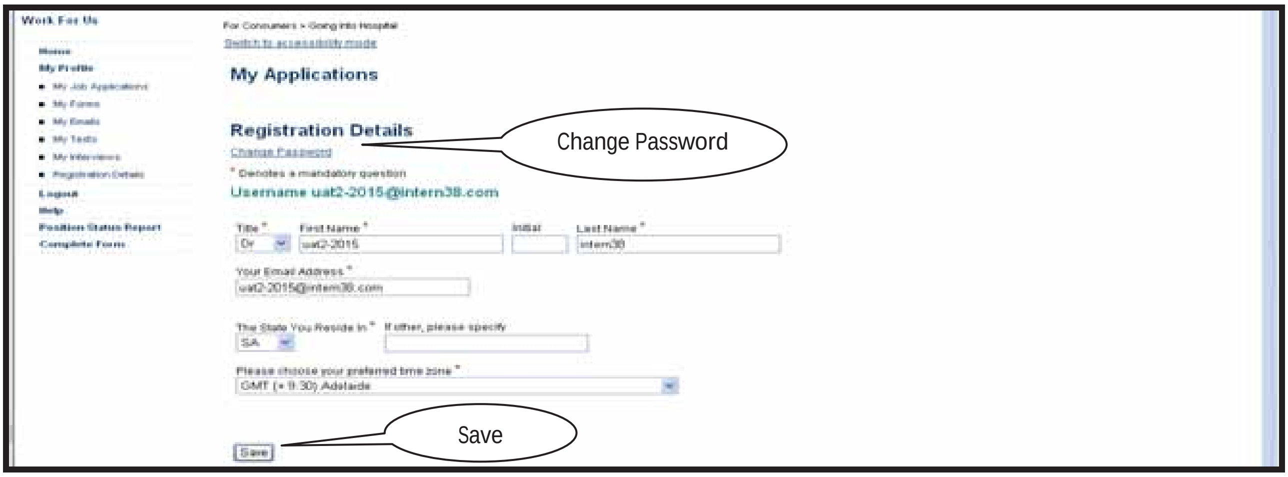
- Remember to click "Save and Continue" on any changes you make and logout once completed.

Note: It is important that your contact details are accurate and kept current as we may need to contact you regarding your application.

CHANGING YOUR PASSWORD

You are able to change your password at any time.

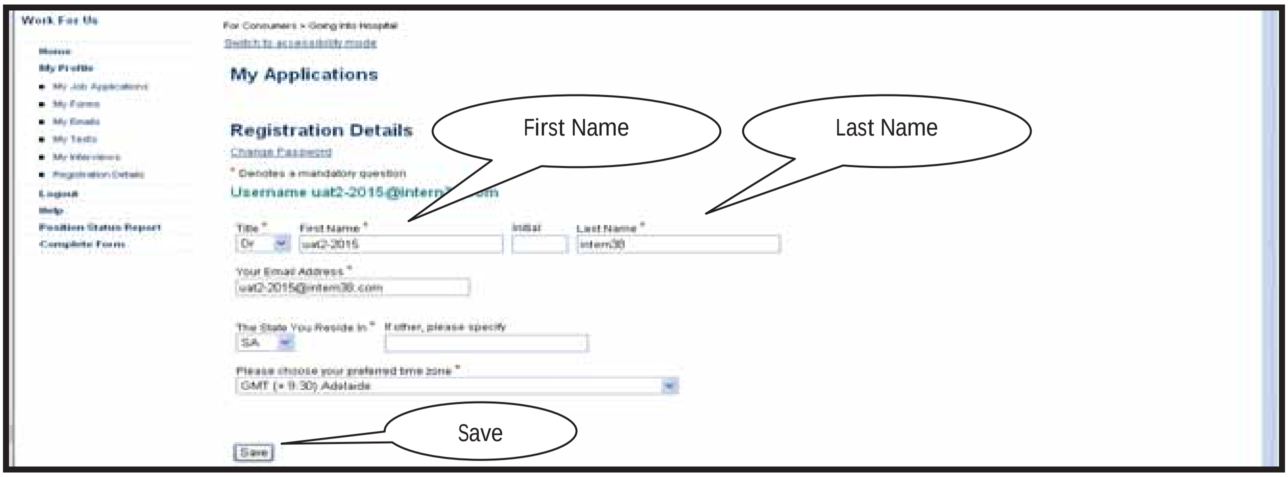
- To do this, "Login" to your account, click "My Profile", then "Registration Details" and "Change Password".
- Remember to click "Save" on any changes you make.



CHANGING YOUR FIRST NAME or LAST NAME

If you have changed your name due to marital status or other reasons, you need to reflect this in your application.

- To do this, "Login" to your account, click "My Profile", then "My Details" and change your "First Name" and/or "Last Name".
- Remember to click "Save" on any changes you make.

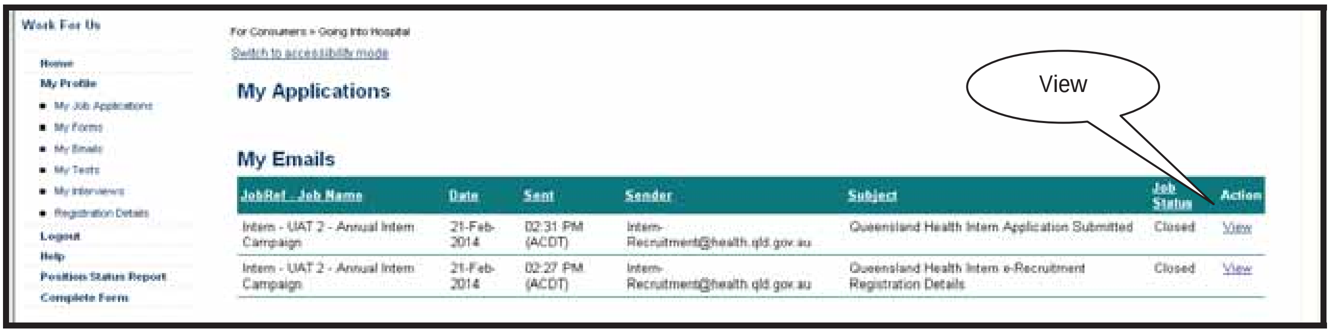


RECORDS OF EMAILS SENT FROM THE QUEENSLAND HEALTH RECRUITMENT SYSTEM

You are able to view at any time emails that were sent to you from the Queensland Health Recruitment System.

- To do this, “Login” to your account, click on “My Profile”, then “My Emails” and “View”.

Note: These same emails have been sent to the email address you have registered with.

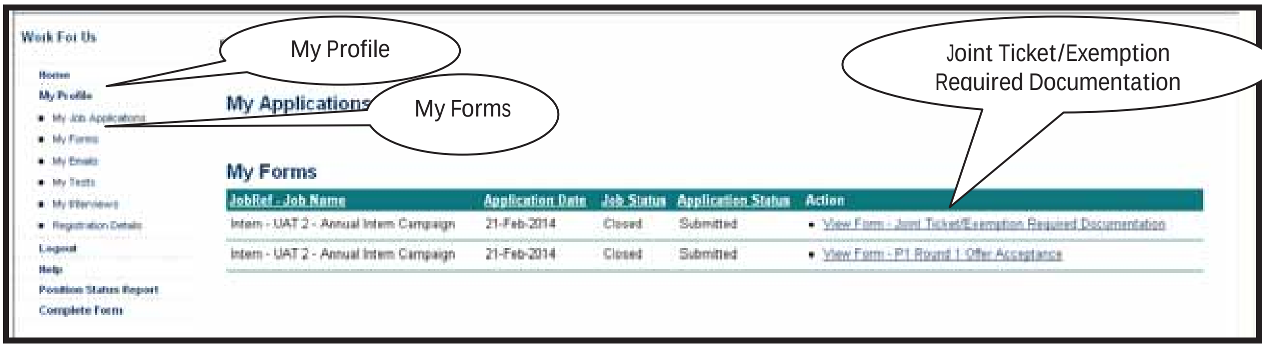


UPLOADING SUPPORTING DOCUMENTATION, P2-P7 RE-PREFERENCING and RESPONDING TO AN OFFER ONLINE through MY FORMS

JOINT TICKET/EXEMPTION REQUIRED DOCUMENTATION

On submission of your application or on the closing date of the intern campaign, an email will be sent to all eligible applicants who have indicated on their application that they are applying for a joint ticket/exemption or special consideration. The email will advise how to upload all supporting documentation to support your request for joint ticket/exemption or special consideration.

- To do this, “Login” to your account, click on “My Profile”, then “My Forms” and “Complete Form: Joint Ticket/Exemption Required Documentation”.



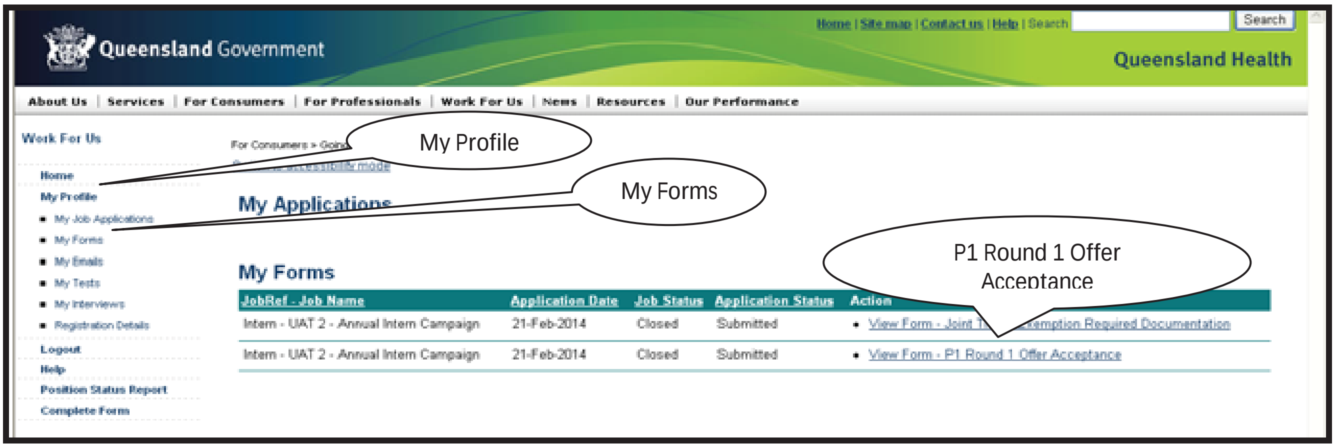
- Once you have completed all mandatory uploads, click on "Save and Continue" to ensure your supporting documentation will be attached to your application.

P1 ROUND 1 OFFER ACCEPTANCE

To respond to your offer online;

- "Login" to your account, click on "My Profile", then "My Forms" and "Complete Form: P1 Round 1 Offer Acceptance".
- Those P1 applicants who receive their 1st preferenced offer will have the option to 'Accept' or 'Decline'
- Whereas, the P1 applicants who receive an offer other than their 1st preference will have the option to 'Accept', 'Decline' or 'Tentatively Accept'.

Note: Those who 'Accept' their offer will be locked in to that facility. Those who 'Decline' will not be considered for any further intern positions in Queensland through the 2016 intern campaign. Those who 'Tentatively Accept' will be considered for "Roll-back" in Stage 2 of P1 Offers. If you require further information regarding the selection process, refer to the Selection Process and Offer of Employment guidelines on the intern campaign website.



OFFER ACCEPTANCE

- **P1 Stage 2 Offers**

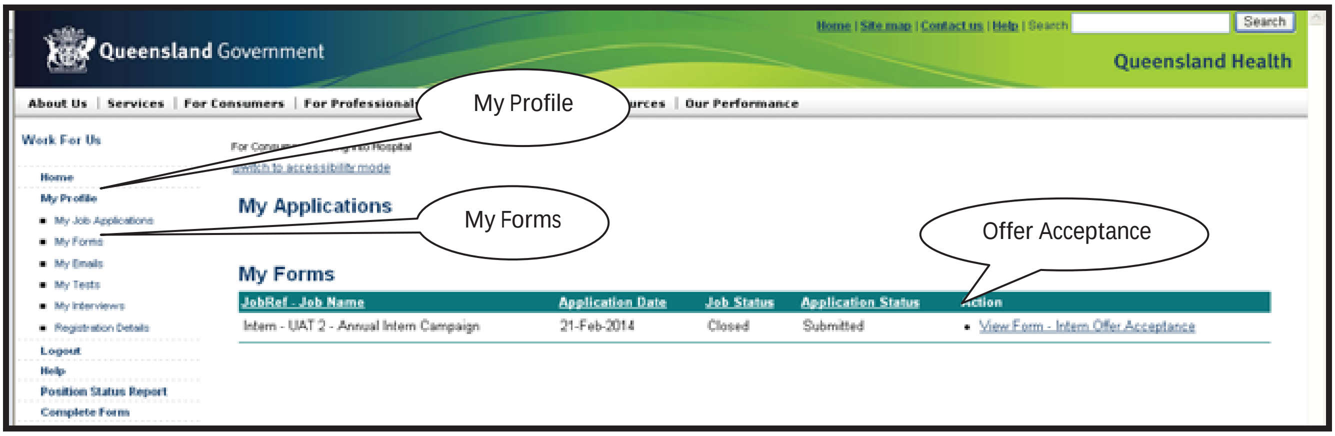
Those P1 applicants who have "Tentatively Accepted" their first round offer will receive one of two offers as their final offer: 1) a higher preferenced offer or 2) their original offer.

- To do this, "Login" to your account, click "My Profile", then "My Forms" and "Complete Form: Offer Acceptance".
- Once you have responded to your offer, click "Save and Continue" to process your response successfully.

P2-P7 Offers

The P2-P7 applicants who are successful at merit selection will receive an email offer from Queensland Health advising how to respond to the offer online and the deadline they need to respond by.

- To respond to the offer online, “Login” to your account, click “My Profile”, then “My Forms” and “Complete Form: Offer Acceptance”.
- Once you have responded to your offer, click “Save and Continue” to process your response successfully.



P2-P7 PREFERENCE CHANGES

P2 to P7 applicants will have the option to re-preference based on intern positions available post the P1 Placement Process.

- To re-preference, “Login” to your account, click on “My Profile”, then “My Forms” and “Complete Form: P2-P6 Preference Changes”. You will have the opportunity to re-preference the 16 primary allocation centres as well as the three questions on the preferences page.
- Remember to click on “Save and Continue” on any changes you make.

Note: Ensure that you are happy with your preference list and your answers to the three questions before you click on “Save and Continue” because once you click “Save and Continue” you will not be able to make changes to your preferences again.

